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ABSTRACT

This guide was developed as a "how to" training device for printing AppleWorks version 2.0 spreadsheet files using the Apple IIGS computer with two disk drives. Step-by-step instructions are provided for loading spreadsheet files; selecting the print option; printing entire files; and for printing specific rows, columns, or blocks of the file. For each step, a diagram of the screen display is included. (GL)

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ED317179

PRINTING APPLEWORKS V2.0 SPREADSHEET FILES USING THE APPLE IIGS COMPUTER

FIRST EDITION

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INTRODUCTION

"Printing AppleWorks V2.0 Spreadsheet Files Using The Apple IIGS Computer" was developed for use as a "how to" training device. It can be used with Apple IIGS computers which have two disk drives. Its development was accomplished using one 3 1/2" and one 5 1/4" drive, 5 1/4" floppy disks, and the 2.0 Version of the AppleWorks program. The pictures one sees in the Figures of this document are those that will be seen when V2.0 of the AppleWorks program is used to merge spreadsheet files into word processor files. Generally, other versions of the AppleWorks program, as well as the smaller disk drives presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of development, users must have the following items available to them:

1. Apple IIGS computer.

2. Two disk drives.

3. A copy of the AppleWorks program.

4. One data disk upon which is stored, a word processor file and a spreadsheet file.

If this document is to be used as it was intended, users must know how to:

1. Turn on the computer.

2. Bring word processor and spreadsheet files from a data disk to the computer desktop.

After using this document, Apple IIGS computer operators should be able to use AppleWorks V2.0 to print spreadsheet files. Additional guidance in this regard may be found in the AppleWorks program manual which accompanies the purchase of the program. Manuals are also available from many bookstores.

RMS

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T
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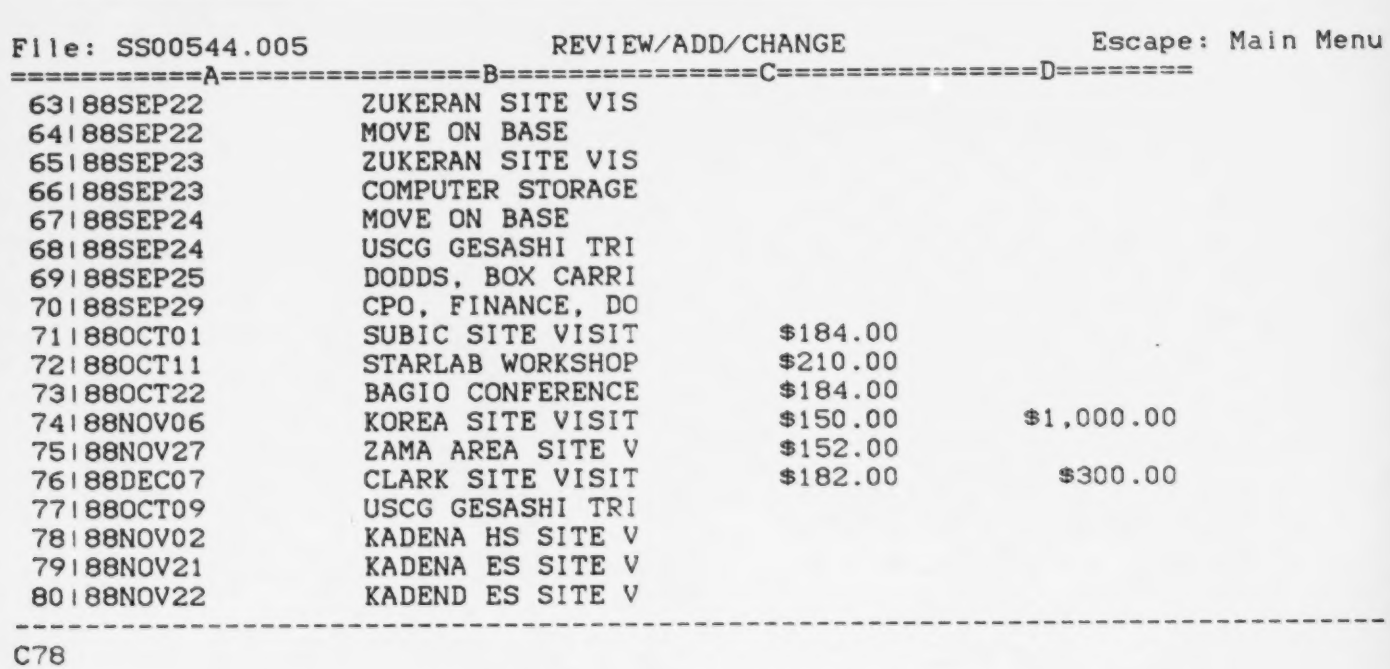
P
S

DIRECTIONS

01. File Loading. Bring the spreadsheet file with which you wish to work to the desktop. Your monitor screen will appear similar to the example shown in Figure 1.



```
File: SS00544.005              REVIEW/ADD/CHANGE              Escape: Main Menu
==========A==============B==============C==============D========
 63|88SEP22          ZUKERAN SITE VIS
 64|88SEP22          MOVE ON BASE
 65|88SEP23          ZUKERAN SITE VIS
 66|88SEP23          COMPUTER STORAGE
 67|88SEP24          MOVE ON BASE
 68|88SEP24          USCG GESASHI TRI
 69|88SEP25          DODDS, BOX CARRI
 70|88SEP29          CPO, FINANCE, DO
 71|88OCT01          SUBIC SITE VISIT        $184.00
 72|88OCT11          STARLAB WORKSHOP        $210.00
 73|88OCT22          BAGIO CONFERENCE        $184.00
 74|88NOV06          KOREA SITE VISIT        $150.00       $1,000.00
 75|88NOV27          ZAMA AREA SITE V        $152.00
 76|88DEC07          CLARK SITE VISIT        $182.00         $300.00
 77|88OCT09          USCG GESASHI TRI
 78|88NOV02          KADENA HS SITE V
 79|88NOV21          KADENA ES SITE V
 80|88NOV22          KADEND ES SITE V
--------------------------------------------------------------------------------
C78

Type entry or use @ commands                                    @-? for Help
```

Figure 1. The Monitor Screen Showing An Example Spreadsheet File.

02. Selecting The Print Option.

a. Press the OPEN-APPLE and the "P" keys at the same time (see Figure 2).

```
File: SS00544.005                    PRINT              Escape: Review/Add/Change
==========A==============B==============C==============D========
 63|88SEP22          ZUKERAN SITE VIS
 64|88SEP22          MOVE ON BASE
 65|88SEP23          ZUKERAN SITE VIS
 66|88SEP23          COMPUTER STORAGE
 67|88SEP24          MOVE ON BASE
 68|88SEP24          USCG GESASHI TRI
 69|88SEP25          DODDS, BOX CARRI
 70|88SEP29          CPO, FINANCE, DO
 71|88OCT01          SUBIC SITE VISIT        $184.00
 72|88OCT11          STARLAB WORKSHOP        $210.00
 73|88OCT22          BAGIO CONFERENCE        $184.00
 74|88NOV06          KOREA SITE VISIT        $150.00       $1,000.00
 75|88NOV27          ZAMA AREA SITE V        $152.00
 76|88DEC07          CLARK SITE VISIT        $182.00         $300.00
 77|88OCT09          USCG GESASHI TRI
 78|88NOV02          KADENA HS SITE V
 79|88NOV21          KADENA ES SITE V
 80|88NOV22          KADEND ES SITE V
--------------------------------------------------------------------------------
C78

Print?  All  Rows  Columns  Block
```

Figure 2. The Monitor Screen After Selecting The Print Option.

03. Printing The File.

a. Printing the entire file.

(1) With the, "All," option highlighted, press the RETURN key (see Figure 3).

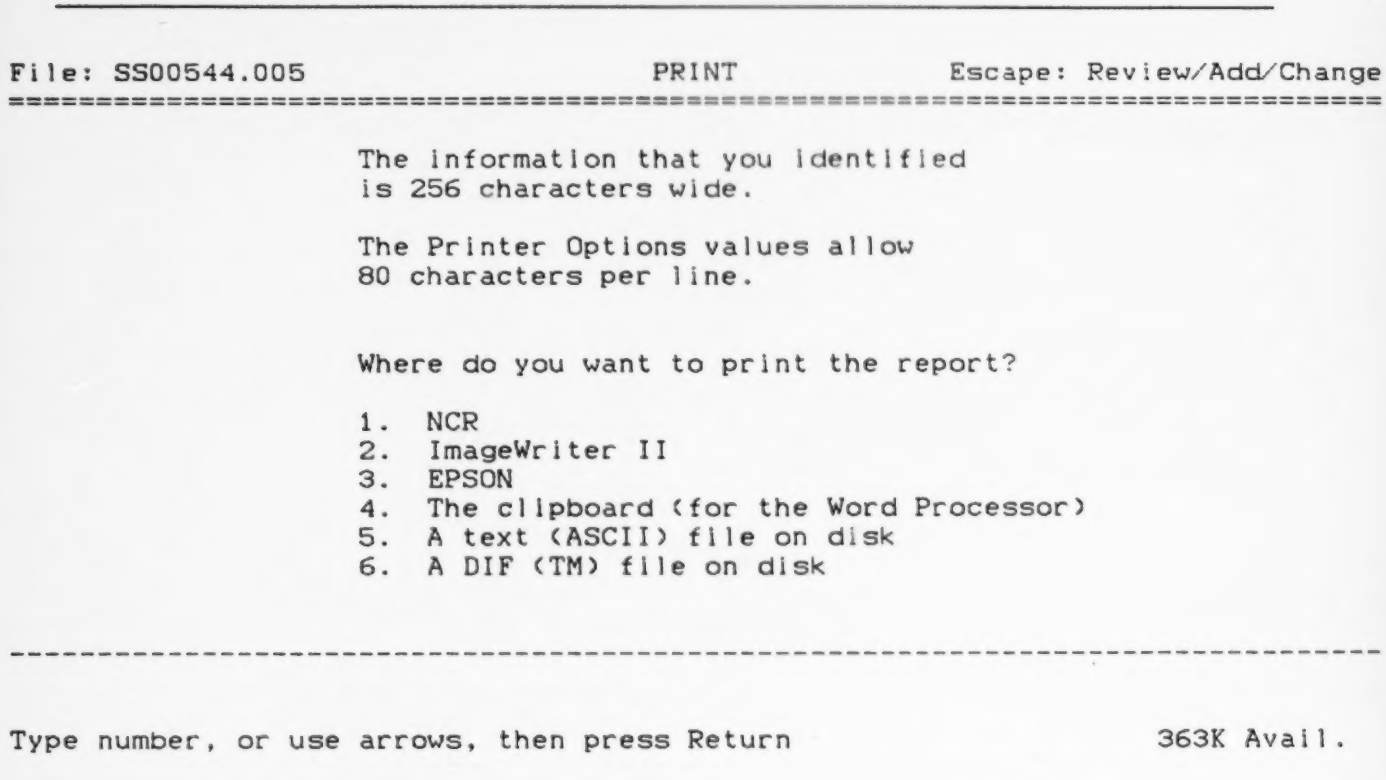

File: SS00544.005 PRINT Escape: Review/Add/Change
The information that you identified
is 256 characters wide.
The Printer Options values allow
80 characters per line.
Where do you want to print the report?
1. NCR
2. ImageWriter II
3. EPSON
4. The clipboard (for the Word Processor)
5. A text (ASCII) file on disk
6. A DIF (TM) file on disk
Type number, or use arrows, then press Return
363K Avail.

Figure 3. The Monitor Screen After Selecting The All Option.

(2) Use the ARROW keys and highlight the name of the printer used with your computer.

(3) Press the RETURN key once (see Figure 4).

```
File: SS00544.005                    PRINT                    Escape: Review/Add/Change
================================================================================

--------------------------------------------------------------------------------

Type report date or press Return:                                    363K Avail.
```

Figure 4. The Monitor Screen After Selecting The Printer Type.

(4) Type the date (see Figure 5).

Figure 5. The Monitor Screen Showing The Report Date Typed.

(5) Press the RETURN key once (see Figure 6).

```
File: SS00544.005                    PRINT                    Escape: Review/Add/Change
================================================================================

--------------------------------------------------------------------------------

How many copies? 1                                                  363K Avail.
```

Figure 6. The Monitor Screen After Entering The Date.

(6) Type the number of copies you want printed.

(7) Press the RETURN key once. Figure 7 shows the printed file.

File: S300544.005 Page 1
89NOV22

DATE/S	TYPE OF EXPENSE REASON FOR EXPEN	REEMBURSABLE AIR FARE	TRAVEL ADVANCE	TRAVEL CLAIM
88JUN02-88JUN18	USCG Trip to Mar	$314.00		
88JUN28-88AUG26	U. of CU Teacher			
88JUN28				
88JUN29				
88JUN30				
88JUL02				
88JUL04				
88JUL05				
88JUL06				
88JUL08				
88JUL09				
88JUL10				
88JUL11				
88JUL12				
88JUL13				
88JUL14				

Figure 7. The Printed Spreadsheet Document.

(8) Notice that there overstrikes and all of the file is not printed suggesting that a smaller print size is required. Using the print option, OPEN-APPLE-O, you may change the number of characters (CI) per inch that the printer (ImageWriter II) will print to 17. While AppleWorks will print up to 24 characters per inch, the printer will not unless you direct it to do so. If you are unable to print your spreadsheet file the way you want, consult your printer technical manual and the AppleWorks reference manual for additional details or use one of the alternate printing methods outlined below.

(9) Return to the spreadsheet file (see Figure 8).

```
File: SS00544.005                REVIEW/ADD/CHANGE                Escape: Main Menu
==========A===============B===============C===============D========
  1|                    TYPE OF EXPENSE    REEMBURSABLE
  2|      DATE/S      REASON FOR EXPEN    AIR FARE      TRAVEL ADVANCE
  3|88JUN02-88JUN18 USCG Trip to Mar         $314.00
  4|88JUN28-88AUG26 U. of CU Teacher
  5|88JUN28
  6|88JUN29
  7|88JUN30
  8|88JUL02
  9|88JUL04
 10|88JUL05
 11|88JUL06
 12|88JUL08
 13|88JUL09
 14|88JUL10
 15|88JUL11
 16|88JUL12
 17|88JUL13
 18|88JUL14
--------------------------------------------------------------------------------
A1

Type entry or use @ commands                                      @-? for Help
```

Figure 8. The Monitor Screen Showing The Spreadsheet File.

b. Printing Specific Rows.

(1) Using the ARROW keys, move the cursor to the first cell of the first row that you want to print.

(2) Press the OPEN-APPLE and the "P" keys at the same time.

(3) Use the RIGHT-ARROW key and highlight the "Rows" option.

(4) Press the RETURN key once (see Figure 9).

```
File: SS00544.005                        PRINT          Escape: Review/Add/Change
==========A==============B==============C==============D========
  1|                    TYPE OF EXPENSE    REEMBURSABLE
  2|      DATE/S        REASON FOR EXPEN    AIR FARE      TRAVEL ADVANCE
  3|88JUN02-88JUN18 USCG Trip to Mar          $314.00
  4|88JUN28-88AUG26 U. of CU Teacher
  5|88JUN28
  6|88JUN29
  7|88JUN30
  8|88JUL02
  9|88JUL04
 10|88JUL05
 11|88JUL06
 12|88JUL08
 13|88JUL09
 14|88JUL10
 15|88JUL11
 16|88JUL12
 17|88JUL13
 18|88JUL14
--------------------------------------------------------------------------------
A7: (Label) 88JUN30

Use cursor moves to highlight Rows, then press Return                 367K Avail.
```

Figure 9. The Monitor Screen After Selecting The Rows Option.

(5) Use the DOWN-ARROW key and highlight the rows that you want to print.

(6) Press the RETURN key once (see Figure 10).

```
File: SS00544.005                    PRINT          Escape: Review/Add/Change
================================================================================

                The information that you identified
                is 256 characters wide.

                The Printer Options values allow
                80 characters per line.


                Where do you want to print the report?

                1.  NCR
                2.  ImageWriter II
                3.  EPSON
                4.  The clipboard (for the Word Processor)
                5.  A text (ASCII) file on disk
                6.  A DIF (TM) file on disk

--------------------------------------------------------------------------------

Type number, or use arrows, then press Return                      367K Avail.
```

Figure 10. The Monitor Screen After Entering The Rows To Be Printed.

(7) The remainder of the process is the same as it was for printing all of the files (above).

(8) Press the ESC key once (see Figure 11).

```
File: SS00544.005              REVIEW/ADD/CHANGE              Escape: Main Menu
==========A==============B==============C==============D========
  1|                  TYPE OF EXPENSE    REEMBURSABLE
  2|     DATE/S      REASON FOR EXPEN    AIR FARE      TRAVEL ADVANCE
  3|88JUN02-88JUN18 USCG Trip to Mar        $314.00
  4|88JUN28-88AUG26 U. of CU Teacher
  5|88JUN28
  6|88JUN29
  7|88JUN30
  8|88JUL02
  9|88JUL04
 10|88JUL05
 11|88JUL06
 12|88JUL08
 13|88JUL09
 14|88JUL10
 15|88JUL11
 16|88JUL12
 17|88JUL13
 18|88JUL14
--------------------------------------------------------------------------------
A7: (Label) 88JUN30

Type entry or use @ commands                                    @-? for Help
```

Figure 11. The Monitor Screen Showing The Spreadsheet File.

c. Printing Specific Columns.

(1) Use the ARROW keys and highlight the first cell of the first column you wish to print.

(2) Press the OPEN-APPLE and the "P" keys at the same time.

(3) Use the RIGHT-ARROW key and highlight the "Column" option.

(4) Press the RETURN key once (see Figure 12).

```
File: SS00544.005                        PRINT          Escape: Review/Add/Change
==========A==============B==============C==============D========
  1|                 TYPE OF EXPENSE    REEMBURSABLE
  2|     DATE/S      REASON FOR EXPEN    AIR FARE      TRAVEL ADVANCE
  3|88JUN02-88JUN18 USCG Trip to Mar        $314.00
  4|88JUN28-88AUG26 U. of CU Teacher
  5|88JUN28
  6|88JUN29
  7|88JUN30
  8|88JUL02
  9|88JUL04
 10|88JUL05
 11|88JUL06
 12|88JUL08
 13|88JUL09
 14|88JUL10
 15|88JUL11
 16|88JUL12
 17|88JUL13
 18|88JUL14
--------------------------------------------------------------------------------
A3: (Label) 88JUN02-88JUN18

Use cursor moves to highlight Columns. then press Return          367K Avail.
```

Figure 12. The Monitor Screen After Selecting The Columns Option.

(5) Use the ARROW keys and highlight the columns to be printed.

(6) Press the RETURN key once (see Figure 13).

```
File: SS00544.005                    PRINT          Escape: Review/Add/Change
================================================================================

                    The information that you identified
                    is 16 characters wide.

                    The Printer Options values allow
                    80 characters per line.


                    Where do you want to print the report?

                    1.  NCR
                    2.  ImageWriter II
                    3.  EPSON
                    4.  The clipboard (for the Word Processor)
                    5.  A text (ASCII) file on disk
                    6.  A DIF (TM) file on disk

--------------------------------------------------------------------------------

Type number, or use arrows, then press Return                    367K Avail.
```

Figure 13. The Monitor Screen After Entering The Columns To Be Printed.

(6) The remainder of the process is the same as it was when printing all of the files (above).

(7) Press the ESC key once to return to the spreadsheet (see Figure 14).

```
File: SS00544.005              REVIEW/ADD/CHANGE              Escape: Main Menu
==========A===============B===============C===============D========
  1|                    TYPE OF EXPENSE    REEMBURSABLE
  2|     DATE/S         REASON FOR EXPEN    AIR FARE      TRAVEL ADVANCE
  3|88JUN02-88JUN18 USCG Trip to Mar          $314.00
  4|88JUN28-88AUG26 U. of CU Teacher
  5|88JUN28
  6|88JUN29
  7|88JUN30
  8|88JUL02
  9|88JUL04
 10|88JUL05
 11|88JUL06
 12|88JUL08
 13|88JUL09
 14|88JUL10
 15|88JUL11
 16|88JUL12
 17|88JUL13
 18|88JUL14
--------------------------------------------------------------------------------
A3: (Label) 88JUN02-88JUN18

Type entry or use @ commands                                    @-? for Help
```

Figure 14. The Monitor Screen Showing The Spreadsheet File.

d. Printing Blocks Of The File.

(1) Use the ARROW keys and move the highlight to one of the corners on the block of information you wish to print.

(2) Press the OPEN-APPLE and the "P" keys at the same time.

(3) Use the RIGHT-ARROW key to highlight the "Block" option.

(4) Press the RETURN key once (see Figure 15).

```
File: SS00544.005                        PRINT          Escape: Review/Add/Change
==========A==============B==============C==============D========
  1|                  TYPE OF EXPENSE    REEMBURSABLE
  2|     DATE/S      REASON FOR EXPEN    AIR FARE     TRAVEL ADVANCE
  3|88JUN02-88JUN18 USCG Trip to Mar        $314.00
  4|88JUN28-88AUG26 U. of CU Teacher
  5|88JUN28
  6|88JUN29
  7|88JUN30
  8|88JUL02
  9|88JUL04
 10|88JUL05
 11|88JUL06
 12|88JUL08
 13|88JUL09
 14|88JUL10
 15|88JUL11
 16|88JUL12
 17|88JUL13
 18|88JUL14
--------------------------------------------------------------------------------
A5: (Label) 88JUN28

Use cursor moves to highlight Block, then press Return              367K Avail.
```

Figure 15. The Monitor Screen With The Block Option Selected.

(5) Use the ARROW keys and highlight the block you wish to print.

(6) Press the RETURN key once (see Figure 16).

```
File: SS00544.005                    PRINT          Escape: Review/Add/Change
================================================================================

                    The information that you identified
                    is 80 characters wide.

                    The Printer Options values allow
                    80 characters per line.


                    Where do you want to print the report?

                    1.  NCR
                    2.  ImageWriter II
                    3.  EPSON
                    4.  The clipboard (for the Word Processor)
                    5.  A text (ASCII) file on disk
                    6.  A DIF (TM) file on disk

--------------------------------------------------------------------------------

Type number, or use arrows, then press Return                    367K Avail.
```

Figure 16. The Monitor Screen After Entering The Blocks To Be Printed.

(7) The remainder of the printing process is the same as it was when all of the document was printed (above).

05. Additional Directions. For additional directions, consult the AppleWorks instruction book.